

Vitality

Dickinson

HUMAN RESOURCE SERVICES

November 2019
Volume XIV | Issue 4

Building Community: National Gratitude Month

In November, the month of Thanksgiving, Dickinson encourages all Dickinsonians to celebrate National Gratitude Month and National Inspirational Role Models Month.

Take a moment to express gratitude to a friend, relative, colleague, teacher, mentor or caregiver, and take creative inspiration from this video produced by David Blosser '19 in conjunction with Director of Visual Media, Joe O'Neill. <https://youtu.be/1HRqOlzVPKc>

The Waidner-Spahr Library has created two [new resource guides](#). The Gratitude Guide includes books on gratitude and links to the Center for Spirituality and Social Justice, Center for Civic Learning & Action and the Random Acts of Kindness student group. The Inspiring People Guide includes books on role models from different fields and communities, as well as resources on mentoring with a special focus on the college/university setting.

WORLD KINDNESS DAY: BE KINDER THAN NECESSARY

Wednesday, November 13 | HUB Lobby Table Event | 11:30 a.m.–1:30 p.m.

Stop by on World Kindness Day to share sentiments of kindness, gratitude and appreciation with the campus community!

Be Kind to Yourself! Anyone can participate in meditation either as a self-guided activity or facilitated by a leader. See meditation options below:

WALKING LABYRINTH DAYS

Dickinson College HUB Social Hall
Mondays, November 11 and December 9
8:30 a.m.–8:30 p.m.

BLUE LOTUS BUDDHIST TEMPLE & MEDITATION CENTER

51 N. Pitt Street, Carlisle PA
Thursdays
11:30 a.m. – 12:30 p.m.

2019 United Way Pacesetter Campaign Prize Winners

Thank you all for your generous donations during the 2019 United Way Pacesetter Campaign this fall. The following is a list of the prizes awarded during the random drawing to donors during the Pacesetter period of this year's campaign:

- **\$50 Farmers on the Square Tokens**
Jack Stodghill, *Retiree*
- **\$50 Dining Services Declining Balance**
Ann Shatzer, *Retiree*
- **\$50 Bookstore Gift Card**
Dottie Warner, *CASE*
- **\$50 Print Center Gift Card**
Carol Loeffler, *Biology*
- **Red Adirondack Chair**
Ken Shultes, *Sustainability & Facilities Planning*
- **Dinner & Movie Night Out**
Pat Pehlman, *Academic Technology*

If you have not yet made a gift to the 2019 United Way campaign, there is still time through the end of December. Employees wishing to participate may still make their gift by sending the completed campaign form (sent through campus mail in August) to Miriam McMechen in Financial Operations.

New Hires & Retirement

SEPTEMBER

Michael Dopson, *Dining Services*

Cole Glennon, *Athletics*

Christian Gutshall, *Facilities Management*

Betty Miller, *Kline Center*

OCTOBER

Makeeba Browne, *Center for Sustainability Education*

Amanda Darr, *Dining Services*

John Drobek, *Facilities Management*

Anna Evaneck, *Annual Fund & Engagement*

Sharon Kleindienst, *Office of Admissions*

Mimi Masland, *Children's Center*

Laura Megivern, *Center for Civic Learning & Action*

Hayat Rasul, *ALLARM*

Tisean Robinson, *Dining Services*

Susan Weibley, *Dining Services*

RETIREMENT

We wish Larry Jones, *Facilities Management*, well as he transitions into retirement.

Save the Date—Winter Social

FRIDAY, DECEMBER 13 | HUB SOCIAL HALL | 4-7 P.M.

More information coming soon!

[WINTER SOCIAL RSVP](#)

GET THE MOST OUT OF YOUR BENEFITS!

FLU VACCINATION CLINIC

Administered by Wellness Center Staff

Wednesday, November 6 | HUB Social Hall | 4-6 p.m.

APPOINTMENTS REQUIRED

For fall 2019, employee's spouses and dependent children between the ages of 18-26 years may also receive the free flu vaccine on campus upon request. Click the [Flu Vaccination Enrollment Registration Link](#) to schedule your appointment.

This is Not a Bill: Explanation of Benefits (EOB)

Aetna Representative: Jean Enders

Wednesday, November 20 | Althouse 106 | noon-1 p.m.

What is it telling me? What should I do with the information contained in an EOB?

Receiving an explanation of benefits can be confusing. Join us for a workshop on how to read your explanation of benefits, what it means, and why it's important! Enroll and sign-up now in Totara through the [Aetna Medical Consumerism course](#).

AETNA INDIVIDUAL CONSULTATIONS

Aetna Representative: Jean Enders

Wednesday, November 20 | HUB Mary Dickinson Room | 1:30-4 p.m.

Our Aetna representative will be available on campus to help answer your claims questions or inquiries regarding your medical and mental health services. Please bring any documents pertaining to your questions such as explanation of benefits, bills etc. Aetna's enrolled members can log the Aetna member site at www.aetna.com to access Aetna's broad network and resource tools. To schedule an appointment with Aetna, please register through [Totara](#) through the [Aetna Medical Consumerism course](#).



Where To Get Your Flu Shot

You can get your flu shot from a participating Aetna doctor or one of Aetna's contracted flu shot providers that can submit a medical claim. **Just show your Aetna ID card.**

You can locate a provider by logging in to your secure Aetna member website at www.aetna.com. These providers accept Aetna's coverage.

- Click on **"Find Care & Pricing"**
- Search for **"Find a Flu Shot"** (Popular Searches)

Local Pharmacies: *Remember—flu vaccinations are a medical benefit; not pharmaceutical. Show your Aetna ID card if you choose to receive your flu shot at a local pharmacy.*

- **CVS** flushot.cvs.com;
1-888-607-4287
- **RITE AID PHARMACIES**
www.riteaid.com; 1-800-748-3243
- **WALGREENS PHARMACIES**
www.walgreens.com/storelocator/find.jsp; 1-800-925-4733
- **WEGMANS** www.wegmans.com/stores/store-locator.html
- **WEIS** weismarkets.mywebgrocer.com/StoreLocator.aspx;
1-866-999-9347

For more information, call the number on your Aetna ID card with any questions.

For information about flu prevention, visit the Centers for Disease Control and Prevention (CDC) website at www.cdc.gov/flu.

RETIREMENT PLANNING SESSIONS



Retirement Planning Sessions

A TIAA representative is on-campus several times throughout the year. To schedule a personal meeting with TIAA, please visit www.tiaa.org/moc or call 1-800-842-2010.

- **Tuesday, November 5 | HUB Side Room 204 | 8 a.m.–5 p.m.**
- **Wednesday, December 11 | HUB Side Room 205 | 8 a.m.–5 p.m.**

Gaining Insight: Navigating Debt Consolidation and Understanding the Mortgage Process

Presented by Ken Farbizio, TIAA

Tuesday, November 12 | HUB Social Hall East | noon–1 p.m.

Debt can be an obstacle on your way to retirement. Take control of it before it controls you. Also, if you're not prepared, the lending process can present challenges, as well. TIAA's workshop leader can help you to understand how to manage and consolidate debt, and navigate the mortgage process—how to prepare, what to expect, and how to find the right loan and lender for you. Enroll and sign-up now for this [TIAA Financial Education course](#) in Totara through the employee Gateway.

AN IMPORTANT PART OF YOUR PLAN FOR THE FUTURE MIGHT BE MISSING...

If you're like many retirement plan participants, you probably selected a beneficiary for your accounts when you started your job and never thought about it since. Keeping your beneficiary information current is one of the most important—and one of the most commonly overlooked—aspects of managing your retirement benefits. If you have not yet designated a beneficiary for your Retirement Plans, we encourage you to do so now. In the event of your death, benefits would be paid according to plan rules, which might be different from the designation you would choose. Please take a few moments to name your beneficiaries to ensure that your vested account balance will be distributed according to your wishes.

[Click here](#) to read more to learn why it is important to designate a beneficiary and how to avoid complications and expense.

POLICIES ANNOUNCEMENT

Kendall Isaac, General Counsel

Dickinson College has recently approved three new institutional policies and substantively changed three others. They are briefly described below and can be read in greater detail by either visiting the [Office of General Counsel](#) webpage and clicking the Legal & Policy Updates tab on the left, or by going the policy manual by signing onto the Gateway, clicking on the Employee tab on the left and then clicking on the Campus Policy Manual link on the right.

Below is a list of referenced updates:

- [Drug and Alcohol Policy](#)
- [Non-Profit Board Service by College Employees](#)
- [Parking Fee Policy](#)
- [Policy on Contract Review and Approval](#)
- [Procurement of Grant-Funded Goods and Services](#)
- [Subpoenas and Other Requests for Information](#)
- [Veterans Benefits Chapter 31, Chapter 33, Post 9/11 GI Bill](#)

Community Programs & Events

Color Rush: ANNUAL 5K FUN RUN & WALK

Saturday, November 9 | Dickinson Park | 9 a.m.–noon

The Color Rush is an annual five-kilometer (5K) interactive fun run/walk hosted by Service Trips to raise awareness and fundraise for Dickinson Service Trips to communities in Georgia, South Carolina, and more! Everyone is welcome at Color Rush—from first time runners to seasoned athletes of any age! The event is even more fun with family, friends, and co-workers! Participate as an individual or join as a team. Teams receive one free registration for every five paid registrations. Please be sure to include your team's name to be eligible for team awards. Register yourself or your team by [clicking here](#).

All proceeds will support the Dickinson College Service Trips program in the Center for Civic Learning & Action. Each service trip pairs Dickinson students with a nonprofit organization to address a pressing social and humanitarian need. For more information, please contact the [Center for Civic Learning & Action](#).



AFTER THE RACE, RELAX WITH A MOVIE!

Zootopia Movie Showing!

Saturday, November 9
Althouse 106 | 2–4 p.m.

Join the campus community for a fun Saturday afternoon matinee showing

of this Disney favorite! A brief discussion will follow the showing. Seating is limited so sign-up now via this [online forms link](#) or go to Totara and search for “Community Events”. Bring your family and enjoy!

Dickinson Community Blood Drive

Facilitated by American Red Cross

Friday, November 22

HUB Social Hall | 10 a.m.–5 p.m.

The American Red Cross Biomedical Services is the largest single supplier of blood and blood products in the United States, collecting and processing more than 40 percent of the blood supply and distributing it to some 3,000 hospitals and transfusion centers nationwide. Please consider donating blood to support your local community by participating in this blood drive! For more questions or more information about blood donation to the American Red Cross, please visit www.redcrossblood.org or call 1-800-RED Cross (1-800-733-2767).



18th Annual Turkey Trot

5K Run/Walk

Thursday, November 28

Carlisle Family YMCA | 9 a.m.

Are you looking for a great way to enjoy family, friends and fitness this Thanksgiving? Then look no further than the premiere Thanksgiving Day race in South Central Pennsylvania! As many as 3,117 participants have run, walked and enjoyed this celebratory event! The 5K Run / Walk starts and finishes at the [Carlisle Family YMCA](#).

For more information, call (717) 243-2525 ext. 230 or, visit the Carlisle Family YMCA webpage for more information or to register now online: [2019 CenturyLink Turkey Trot Registration Link](#).



Dickinson

your gear to get you through the winter? At the Handlebar Bicycle Co-Op we aim to provide meaningful service, community building, and resource sharing all while learning together, and it is meant

OUTDOOR GEAR MAINTENANCE

Cody Rosenbarker, Sustainability Learning Coordinator

With the weather getting colder, are you ready to store your outdoor gear for the winter months? Are you looking to maintain

for you! Faculty and staff are always welcome at the Handlebar in whatever capacity. Bring your bike, your kids' bikes, volunteer, or just get to know students in a different capacity.

The Handlebar believes in equitable access, affordability, and a strong sense of community. We increase social and environmental consciousness through hands-on learning, networking, and teaching. These programs help students put what they are learning in the classroom into practice! Come help, help yourselves, and show support for the Biking@Dickinson community by coming to our open hours on Monday 4–6 p.m., Wednesday 4–6 p.m., Thursday 2–4 p.m., and Friday 3–5 p.m.!

Professional Development & Wellness Events



DICKINSON PERSONAL TRAINER

Padraic Wood is a personal trainer certified by the National

Academy of Sports Medicine (NASM). He started training and coaching people professionally in 2011, and soon began working in Carlisle at a local gym called Transformation Training and Fitness (TTF). During his six years at TTF, he worked with hundreds of people including several Dickinson faculty (and their children), staff, students, and alumni. Earlier this year he was generously afforded the opportunity to offer his services as a personal trainer and wellness coach working out of the Kline Fitness Center. He says, "It's been a pleasure these past few months to have spoken with many of you about the health and fitness culture on campus. It comes as no surprise to have observed that the overall standard of excellence at Dickinson College is remarkably high, and I am confident that my work as a trainer will complement the rapidly developing fitness consciousness found here."

If you'd like to schedule a consultation or discuss personal training options and rates, email Padraic Wood at coachpwood@gmail.com or call 646-300-0955.



MINDFUL EATING: A GENTLE NUTRITION INTERVENTION

Courtney Hager, Registered Dietician

Are you scurrying through the day only half paying attention to this article? Pause. What do you taste, smell, and feel? This is a small part of mindfulness. The Center for Mindful Eating (TCME) defines mindfulness as "the capacity to bring full attention and awareness

to one's experience, in the moment, without judgement". So how do we get started?

If you are a beginner in your mindful eating practice, start by limiting distractions during a meal (start with one meal). This may mean shutting off the technology, eliminating clutter, and writing down your mental to-do list so it's not floating around in your brain. Next, we want to pause before starting to eat. Think about the food's journey—the farmer, the seasons that it went through, the preparation of the meal—and be thankful. Now tune into the physical sensations. Are you hungry? Does the food feel crunchy or smooth? Can you pick out the different flavors of the spices?

Unlike a restrictive diet, the goal of practicing mindful eating is an improved relationship with food. Rather than guilt and cravings, they can experience gratitude and fulfillment. Mindful eating can allow us to tune into the needs of the body and respond with compassion. To learn more, join me for a nutrition information session on Monday, November 11 in HUB Social Hall East from noon to 1 p.m.

Walking Labyrinth Days

November 11 & December 9 | HUB Social Hall | 8:30 a.m.–8:30 p.m.

Used for over 4,000 years, the Labyrinth walk is a self-alignment tool aimed to clear one's mind and give insight. Sign up to walk the labyrinth at any time on these days between the hours of 8:30 a.m.–4:30 p.m. or walk as you wish at any time during these 12 hour sessions through 8:30 p.m.

Professional Development & Wellness Events

Free Blood Pressure Screenings

Monday, November 18

Mary Dickinson Room | noon–1 p.m.

WALK-IN, NO APPOINTMENT NEEDED!

DeMystifying Relationships: Building Healthy Relationships

Presented by: Michele Ford, Psychology Lecturer

Monday, November 18

Stern Center, room 102 | noon–1 p.m.

In this presentation, you will learn some basic tips about how to improve your current relationships both in and outside of work to improvement productivity, and your general well-being as well as to reduce stress and lower your risk of mental illness. Enroll and sign-up now for this [DeMystifying the Mind](#) course in Totara.

Workplace Ergonomics Open House

With Daniel Berndt, Safety & Emergency Management Specialist

Thursday, November 21

HUB Social Hall East | noon–1 p.m.

This session is designed to provide an overview of workplace ergonomics and its application to an individual's workstation. Daniel will review the most common workplace injuries, how to set up and/or adjust a workstation using basic ergonomic techniques and review other ergonomic strategies that come into play in a typical office environment. Enroll and sign up in Totara for this [ergonomics](#) course. Feel free to bring your lunch.

Drug Free Workplace

Monday, December 9

Stern Center, Great Room | 1:30–2:30 p.m.

Would you see and understand what was happening if a loved one or friend was challenged with substance use (or abuse)? Attend this workshop to better identify, comprehend and handle situations at home or at work by learning about this troubling reality for our community. Information and resources are available at this workshop or [online](#)! Enroll and sign-up in [Totara](#) using key words “drug free”.

TUX - User Services Technology Outreach

Andrew Connell, Director of User Services

User Services is continuing our outreach program titled *Talking User eXperiences (TUX)* to assist anyone who may have technology-related issues or if we may be of service for any potential departmental projects. TUX consists of three separate aspects:

LUNCH & LEARNS WITH ISAAC LOPP

HUB Social Hall East | noon–1 p.m.

- **WEDNESDAY, NOVEMBER 13**

- **Buying a Personal Computer**

- A walk through of everything to look for when purchasing a new computer just in time for Black Friday shopping!

- **WEDNESDAY, NOVEMBER 20**

- **All About Microsoft Teams**

- The latest in collaborative tools with Microsoft Teams.

DEPARTMENT MEETINGS

Andrew Connell or Isaac Lopp are available for faculty or administrative departments who feel it would be helpful to visit during a future meeting to discuss any technical challenges and/or project involvement.

COFFEE & COLLABORATION

Quarry | 9–10 a.m.

Join Andrew and/or Isaac for informal questions or discussions, about any technology-related questions and/or potential project involvement on the dates listed below. Feel free to stop by and say hello!

- **Wednesday, November 6**

- **Thursday, November 7**

- **Wednesday, November 20**

- **Thursday, November 21**

Navigating Dickinson

Friday, November 15 | Stern Center 102 | 9 a.m.–1 p.m.

The Navigating Dickinson Orientation Session introduces newly hired staff to the college community. This quarterly session focuses on the broader college community providing a cross-divisional perspective of how the departments and divisions function. Participants will take part in a walking tour and be provided lunch. Enroll and sign-up now in [Totara](#) using the course key word “Navigating”. For assistance or more information, please send an email to devwell@dickinson.edu, call ext. 1503. The next scheduled session is on March 20.

FOSTERING INCLUSIVITY

Indigenous American Inclusive Language

Thursday, November 7
HUB Social Hall East | 3–4:30 p.m.

First Nations? Indian? Indian American? Indigenous? Native? November's [More Than Words](#) program will offer a range of engaging activities focused on exploring historic and contemporary understandings of Native identity with an emphasis on controversies around language. Light refreshments and beverages will be served. *Please pre-register in [Totara](#).*

Co-sponsored by the Bias Education & Response Team (BERT), the departments of American Studies, Anthropology & Archaeology and the Popel Shaw Center for Race & Ethnicity (PSC)

Accommodating with Fewer Accommodations: How Universal Design (UDI) Can Make Your Classes More Inclusive

Presented by Marni Jones, Dean and Director of Access and Disability Services and SOAR
Tuesday, November 12
Althouse, Room 207 | noon–1:15 p.m.

Your students bring to the classroom varying levels of knowledge, preparedness, language, and/or learning barriers. Professors are legally obliged to facilitate reasonable accommodations for students with academically impacted disabilities. By incorporating the principals of Universal Design in your courses, you can maximize the abilities of differently-abled students to learn new material and demonstrate what they know and minimize the need for accommodations. This session will illuminate some of the barriers experienced by diverse groups of students and offer tools to foster engaged learning—which will, in turn, benefit all of your students! Enroll and sign-up now in [Totara](#) for this [professional development course](#).

OTHER EVENTS FROM THE OFFICE OF EQUITY & INCLUSIVITY

Latina Discussion Group • Tuesday, November 5 | Landis House | 6–7:30 p.m.

In partnership with student facilitators, the WGRC hosts a monthly Latina discussion group at Landis House.

Faith and American Politics • Tuesday, November 12 | Landis House | noon–1 p.m.

This series strives to connect faith and spirituality with various topics. Professor David O'Connell will be leading the discussion.

All We've Got Film Screening Thursday, November 14 | Althouse 106 | 5:30–9 p.m.

“All We've Got” is a personal exploration of LGBTQI women's communities, cultures, and social justice work through the lens of the physical spaces they create, from bars to bookstores to arts and political hubs.

Transgender Day of Remembrance • Wednesday, November 20 | Social Hall | 4–7p.m.

Transgender Day of Remembrance (TDOR) was started by transgender advocate Gwendolyn Ann Smith as a vigil to honor the memory of Rita Hester, a transgender woman who was killed in 1998.

Language of Thanks • Wednesday, November 20 | Allison Community Room | 5–7 p.m.

Enjoy readings, poetry, and musical selections that celebrate giving thanks and gratitude.

Hunger Banquet • Friday, November 22 | Stern Great Room | 5–7 p.m.

Join us to learn about global and local hunger from a number of speakers from the community. This is a fundraiser for our Rise Against Hunger meal packaging event on Sunday, December 8.

Inclusivity Online Courses Available to Dickinson Employees

Search for “Inclusivity”, in [Totara](#) via the Gateway, to find the following OpenSesame courses available to Dickinson Employees:

- **Cultural Competency: Learn positive techniques to generate awareness**
- **Diversity for Leaders: Leadership of a Diverse Group: Encourage an inclusive work environment**
- **Open Mind, Open World: Improving Intercultural Interactions: Understanding Cultural values**
- **Unconscious Bias**
 1. **What is Unconscious Bias:** How are biases formed? What can they look like?
 2. **Types of Unconscious Bias:** Types of unconscious bias and how they occur
 3. **Overcoming Unconscious Bias:** Take steps to recognize and overcome biases
- **Working Well with Everyone**
 - **What is Diversity:** *Why is diversity necessary and beneficial in the workplace?*
 - **The Diversity Continuum:** *Gauge your progress towards a more inclusive workplace*
 - **Diversity = Greatness:** *Tangible advantages that diversity in the workplace can bring*
 - **The Mistake of Stereotyping:** *Stereotyping and the consequences*
 - **The Power of Inclusion:** *Discover the many different benefits that can be enjoyed in the workplace when you foster an inclusive culture for your employees.*

If you have questions, please contact Human Resources Services at ext. 1503 or email devwell@dickinson.edu.

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR MONTH OF OCTOBER

Congratulations to DEB BOLEN, *Office of Academic Affairs* for being the Physical Wellness incentive prize winner for the month of **October** for participation in exercise/fitness programs in **September**. Eligibility for the monthly incentive drawings includes all active/registered employee participants in all physical exercise programs offered through the Wellness program, in addition to the Marathon-in-a-Month. The random drawings are held after the close of business on the fifteenth of each month for the previous month. All physical exercise programs that have registration via [Gateway](#) will automatically be included in the monthly drawings. For more details or to request a form to record your marathon-in-a-month miles, please send an email to devwell@dickinson.edu or call ext. 8084.

WELLNESS INCENTIVE TAXABILITY NOTIFICATION

We thank you for being an active participant in the wellness programs at Dickinson College. We value all employees and offer a variety of programs throughout the year to encourage wellbeing while offering educational, fun opportunities to engage the mind and body while creating a positive inclusive social environment for the campus community. We hope you enjoy participating in these programs and events throughout the academic/fiscal year.

In recognition and appreciation of your participation in the wellness programs, we offer healthy reward incentives. As a reminder, in accordance with IRS regulations, awards and gifts to employees from the college are considered taxable income and the college is required to withhold taxes.

The value of your incentive(s) will be added to your income through payroll, which could result in a decrease in your net pay because of additional tax withholdings on the value or dollar amount. The tax withholding will coincide with the payroll period closest to the date that you receive your annual incentive reward. Please contact payroll with any questions related to this additional withholding.

Professional Development & Wellness Program Registrations and Attendance

The college offers many opportunities for professional development and wellness programs throughout the year, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through Totara in the [Gateway](#) or by contacting Human Resource Services. To offer an equal opportunity for all employees to participate in these programs, we request staff members to register after confirming availability with supervisory staff to ensure that scheduling permits attendance.

In the event that you register and find that you are unable to attend, our [policy](#) requests cancellations 48 hours prior to the start time of the program or event so that we can offer the spot to another. This will also allow us to adjust registration counts with CASE and the catering department. Giving advance notice of cancellation allows for the college's resources to be allocated in the best possible way and is a sustainable practice for us all.

CAMPUS RESOURCE QUICK LINKS!

[How To Guide](#)

[Dickinson/College Farm](#)

[Theatre & Dance](#)

[Dickinson Download](#)

[Dickinson/Sustainability](#)

[Campus Announcements](#)

[Dickinson/Biking](#)

[Trout Gallery](#)

[Campus Events Calendar](#)

Dickinson

HUMAN RESOURCE SERVICES

Professional Development and Wellness

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